

Resource Centers for Minority Aging Research (RCMAR) Answers to Frequently Asked Questions (FAQ) by Applicants

Q: What application form should be used?

A: Use the most current revision of PHS Form 398.

<http://grants.nih.gov/grants/funding/phs398/phs398.html>

Q: What Cores are required?

A: The Administrative Core (AC) and the Investigator Development Core (IDC) are required. In addition each application must have either a Measurement Core (MC) OR a Community Liaison Core (CLC). At the applicant's discretion, both may be included. An applicant may wish to apply for the single Coordinating Center (CC) that will be selected. The CC application should be considered as another Core in the application. At the applicant's discretion, additional Cores may be included and justified.

Q: Is a Progress Report to be included?

A: Progress Reports are to be included by RCMAR applicants that are competing continuation applications. These appear in Section 2 ("Summary Research Plan for the Entire Application") and Section 3 ("Research Plan of Individual Cores"). This is the same for new RCMARs except that this part is called "Preliminary Studies."

Q: What are the page limits?

A: The page limit of 25 pages for Items a-d of the Research Plan, as stated in the PHS Form 398, is applied to each of the Cores, not to the application as a whole.

Q: What are the page limits for Section 2? "Summary Research Plan for the Entire Application?"

A: Parts a-c of Section 2 is limited to a total of 15 pages and should include the overall Progress Report for Competing Continuation applications and Previous Work for new applications. *(Note that Part d is omitted from this Section.)*

Q: How are budgets to be presented?

A: A summary program or overall budget is to be presented for the RCMAR. In addition, complete information, including a fully justified budget, is required for each Core component. Use summary budgets for the first twelve months and for the entire proposed period for the overall program. Each core budget should be presented with that core.

Q: How should the application be organized?

A: In place of Page 3, "Table of Contents" of Form 398, use the sample format provided below.

Table of Contents

SECTION 1: INFORMATION FOR THE ENTIRE APPLICATION

Face Page

Description, Performance Sites and Key Personnel

Table of Contents

Detailed Budget for First 12-month Grant Period for Entire Application

Table I, Consolidated Direct Costs for First Year Requested Support

Budget for Entire Proposed Project Period for the Application

Budgets for Consortium/Contractual Arrangements for the Entire Application

Biographical sketch-PI

Biographical sketches-All Other Professional Personnel in the Application

Table II, Distribution of Professional Effort

SECTION 2: SUMMARY RESEARCH PLAN FOR THE ENTIRE APPLICATION

1. Introduction to the Application (Specific Aims)

2. Background and Significance

3. Preliminary Studies/Progress Report

4. Consortium/Contractual Arrangements

Other inclusions as appropriate to all applications

Checklist

SECTION 3. PROPOSALS FOR INDIVIDUAL CORES

(Provide a separate plan according to this outline for each core.)

(Note: each core should not exceed the page limit stated in the PHS Form 398 instructions of 25 pages for Sections a-d).

Title page with Core name and Core Director

Description, Performance Sites and Personnel

Budgets for First 12-month Budget Person and for Entire Project

Budgets for Consortium/Contractual Arrangements

a. Specific Aims

b. Background and Significance

c. Progress Report/Preliminary Studies

d. Research Design and Methods

Other inclusions as appropriate to all applications

Q: What about Appendix material?

A: Place appendix material at the back of the application and identify it, as appropriate, by the PI name, core name, and core project Director's name. Materials essential for evaluation of the application should be put in the body of the application. See the NIH Notice for what may be included in the Appendices.

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-07-018.html>

Q: Are the proposed pilot studies presented in the Investigator Development Core part of the 25 page limit?

A: Yes. However, they do not have to be the maximum 3 pages per pilot study.

Q: Are we supposed to have one progress report for the entire application or should there be one for each Core.

A: The “Summary Research Plan for the Entire Application” should have a Progress Report for the entire competing continuing RCMARs (or a Preliminary Studies section for new applications) AND one for each of the proposed Cores.

Q: Will each Core be reviewed by separate reviewers or will some review all 4 cores? I wanted to know how much we needed to cross reference across Cores.

A: If history is an indicator, each Core will be reviewed by a separate reviewer. Best to cross reference.

Q: Does this mechanism allow Co-PIs from 2 institutions?

A: NIH does not yet have that option in place for P30s.

Contacts:

Dr. Sidney M. Stahl
Behavioral and Social Research
Phone: 301/402-4156
Fax: 301/402-0051
Email: Sidney_Stahl@nih.gov

OR

Dr. Mary Nekola
Chief, Scientific Review Office
Phone: 301/402-7702
Fax: 301/402-0066
Email: nekolam@nia.nih.gov